



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



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| <b>POSITION AND DUTY MOS:</b><br>Admin NCO, 88M20 | <b>RANK/GRADE:</b><br><b>SGT/E5</b><br>(Minimum: SPC/E4) | <input type="checkbox"/><br><input checked="" type="checkbox"/> | <b>NATIONWIDE</b><br><b>NCARNG</b><br><b>SOLDIERS ONLY</b> | <b>ANNOUNCEMENT #:</b><br>AGR-FTM 2016-18 |
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**UNIT, LOCATION, POC:**

CO G, 230<sup>th</sup> BSB, Red Springs, NC  
POC: SFC Gosciniak (910) 843-1592 ext 12301  
[ronald.a.gosciniak.mil@mail.mil](mailto:ronald.a.gosciniak.mil@mail.mil)

**OPENS:**

23 March 2016

**CLOSES:**

23 April 2016

**POSITION DESCRIPTION:** Performs administrative and personnel duties in support of assigned unit. Advises the Readiness NCO and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for **MOS 88M** in accordance with DA Pam 611-21 -- **includes minimum score in aptitude area OF in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 90 if administered prior to 2 January 2002, 85 if administered on and after 2 January 2002.** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must be able to obtain and maintain a **Secret** Security Clearance Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarnng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarnng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_\_ 1. NGB Form 34-1 Application for AGR (dated NOV 2013-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- \_\_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- \_\_\_\_\_ If newly promoted check for letter of recommendation from Commander or senior NCO.
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ Training meets qualification requirements for the announcement.
- \_\_\_\_\_ Soldier achieve Honor Graduate?
- \_\_\_\_\_ 9. DD Form 214 (must have items 23-30 included),
- \_\_\_\_\_ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
- \_\_\_\_\_ Character of Service should be Honorable Discharge.
- \_\_\_\_\_ 10. NGB Form 23/23b Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)
- \_\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). For officers can serve at least 5 years before MRD?
- \_\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_\_ If former AGR soldier, at least 12 months since REFRAD?

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted or missing rated time check for letter from Commander.
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ Training meets qualification requirements for the announcement.
- \_\_\_\_\_ Soldier achieve Honor Graduate?
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

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